

U. S. Department of Health and Human Services

Phoenix Area Indian Health Service

Office of Human Resources
Two Renaissance Square
40 N. Central Avenue, Suite 510
Phoenix, Arizona 85004-4424

Location/Duty Station

PHS Indian Hospitals/Clinics:
Polacca, San Carlos, Yuma, AZ;
Elko & Schurz, NV;
Ft. Duchesne, UT

SUPERSEDES PXIHS-03-11-OC

Announcement No: PXIHS-04-11-OC	Opening Date 01-01-04	Closing Date 12-31-04
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POSITION:	SERIES/GRADE/SALARY <i>(Subject to change):</i>
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OFFICE AUTOMATION CLERK

GS-326-2, \$19,115 per annum
GS-326-3, \$20,855 per annum
GS-326-4, \$23,412 per annum

TYPE/NUMBER OF POSITIONS: CONSIDERATION:	CONDITIONS OF EMPLOYMENT:	AREA OF
<u> </u> Number of Positions	<u> X </u> Full-time	
<u> X </u> Permanent	<u> X </u> Intermittent	Phoenix Area Wide
<u> X </u> Temporary-NTE: <u>Varies</u>	<u> X </u> Part-time	

***Positions will be filled as vacancies occur**

SUPERVISORY/MANAGEMENT:	PROMOTION POTENTIAL:
None	To Grade: <u> 4 </u>
HOUSING:	TRAVEL EXPENSES:
Private housing only	No expenses paid

Condition of Employment: Immunization Requirement: If the selectee was born after 12-31-56, he/she must provide proof of immunity to or evidence of adequate immunization against Rubella and Measles prior to entry on duty. The duty location may provide immunization to determine immunity or antibody through testing.

Brief Description of Duties: Incumbent creates, copies, edits, calculates, revises, retrieves, stores and prints a wide range of documents in final form from handwritten drafts such as, correspondence, mailing labels, reports, graphs, statistics, calendar, table of contents, etc., involving highly technical and specialized terminology (scientific, engineering, legal, medial, etc.). Receives and answers routine telephone inquiries or refers to appropriate staff member, maintains office files; receives, routes, and distributes mail, maintains and replenishes office supplies; and updates manuals on policies, directives, etc. Performs other related duties as assigned.

Qualification Requirements: Applicants must meet the experience and/or education below:

Grade	General Experience	OR	Education
GS-2	3 Months		High school graduate or equivalent
GS-3	6 Months		1 Year above high school
GS-4	52 Weeks		2 years above high school

GENERAL EXPERIENCE: Progressively responsible clerical, office or other work, which indicates ability to acquire the particular knowledge and skills, needed to perform the duties of the position to be filled.

Education: Successful completion of education above the high school level in any field for which high school

graduation or the equivalent is a prerequisite may be substituted for experience. This education may have been obtained in an accredited business, secretarial or technical school, junior college, college, or university.

Proficiency Requirement: In addition to meeting experience and/or education requirements, applicant must show possession of ability to type 40 words per minute, based on a five minute sample with three or fewer errors. Applicants may meet this requirement by passing the appropriate performance test, presenting a certificate of proficiency from a school or other organization authorized to issue such certificate, or by completing the attached Self-Certification Statement. Performance test results and the certificate of proficiency are acceptable for 3 years from the date of issuance.

Supplemental Questionnaire On Knowledge, Skills and Abilities

Evaluation Method: Evaluation will be made of experience, performance appraisals, training, letters of commendation, self-development, awards and outside activities, which are related to the position. To receive full credit for your qualification, provide a narrative statement of your background as it relates to the knowledge, skills and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility. This supplement will be the principal basis for determining whether or not you are best qualified for the position. Describe your qualifications in each of the following:

Ranking KSA'S:

1. Knowledge of basic accounting/budget terminology, codes, documents, and procedures.
2. Skill in analyzing and preparing financial statements and reports used to evaluate or determine the financial status of activities.
3. Ability to analyze and recognize causes of management and financial problems and to recommend practical solution.
4. Skill in operating electric typewriter and word processor.

The information you provide is considered to be a part of your application and as such is certified by your signature on the OF-612 or equivalent.

Signature: _____ Date: _____

PHOENIX AREA OFFICE
OFFICE OF HUMAN RESOURCES

Self-Certification Statement

All clerical (typing, office automation, and stenography) positions filled by the Phoenix Area Office, Indian Health Service, requires applicants to possess full capacity to perform typing and/or stenography tasks. If you have the abilities listed below, please sign and date the Self-Certification Statement and submit it along with your application.

To be eligible for Clerk-Typist, Office Automation Secretary (Typing) positions you must be able to:

1. Type 40 words per minute, words per minute are based on a five minute sample with three or fewer errors.
2. Properly lay out and space correspondence and other documents of similar complexity.
3. Identify basic grammatical errors and correct spelling and punctuation.

**I hereby certify that I meet the requirements set forth in this
Self-Certification Statement for:**

Note: A certification statement must be signed and dated for each specific Vacancy Announcement. A falsification of this statement may be used as grounds for not employing you or for dismissal.

Signature: _____ Date: _____

Motor Vehicle Operation Requirements: Incumbent is required to operate a government motor vehicle, and maintain a current State Driver's License and Government Employee Identification Card.

Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements.

Time-in-Grade: Merit promotion candidates must have completed 52 weeks of service in positions no more than one grade lower than the position to be filled. (If selected under the Excepted Service Examining Plan, such individuals may be appointed under Schedule A authority without regard to time-in-grade requirements.)

Selective Service Certification: If you are male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with Selective Service System.

Legal and Regulatory Requirements: Candidates must meet time after competitive appointment, time-in-grade restriction, and qualification requirements by the closing date of the vacancy announcement.

Indian Preference: Applicants or current Federal service employees claiming Indian Preference must indicate on their application if they wish to be considered under the Indian Health Service Merit Promotion Plan, Excepted Service Examining Plan, or **BOTH**. If not, they will be considered under the IHS Merit Promotion Plan only.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). In other than the above, the Indian Health Service is an Equal Opportunity Employer.

Equal Employment Opportunity: The Phoenix Area Indian Health Service is committed to providing Equal Employment Opportunity without regard to race, color, sex, age, national origin, religion, physical handicap or sexual orientation.

Reasonable accommodation will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U.S. Code 791, Title 29.

Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

Disabled Veterans, especially those who are 30% or more disabled, will be considered and are encouraged to apply.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Instructions for PHS Commissioned Corps Candidates: Active duty applicants must submit a copy of current billet description, resume, or curriculum vitae. If not on active duty but have applied for the Commissioned Corps, submit the same information as above (except billet description).

NOTE: Commissioned Corps applicants claiming Indian Preference will be evaluated by the Area Personnel Office against the applicable Preston Standard or the Civil Service, if no Preston Standard exists. These applicants must describe the experience gained in their two most recent positions and provide the dates they occupied those positions. In addition, Commissioned Corps Indian Preference applicants must also provide information regarding education, including degrees obtained and schools attended, and they must include home/work telephone numbers if this information is not contained in the resume. When required by the Vacancy Announcement, these applicants must submit specific information related to any knowledge, skills, and abilities which are being used as selective factors. Commissioned Corps Indian Preference applicants must submit Form BIA 4432 as proof of Indian Preference.

Additional selection may be made from this announcement within 90 days from the date of the certificate, provided the vacant position is an identical position, same geographical location and same conditions of employment.

How to Apply

Interested applicants must submit one of the following: (1) **OF-612** (Optional Application for Federal Employment), (2) **Resume** or (3) any other written format; **Plus** Transcript of college courses; a copy of your most recent performance appraisal (and any other necessary documentation pertinent to the position being filled) to the **Phoenix Area Indian Health Service, Personnel Management Branch, Two Renaissance Square, 40 North Central Avenue, Suite 510, Phoenix, Arizona 85004-4424, by the close of business on the closing date**. Once an application is received, we will not honor requests for copies. **TELEFAXED COPIES WILL NOT BE ACCEPTED**. For information regarding this Vacancy Announcement, contact the Personnel Office at (602) 364-5219.

INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS.

Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Personnel Office to make a determination that you have the required qualifications for this position. **Specifically, the information provided under #8 (High School), #9 (College and Universities) and #10 (Work Experience) will be used to evaluate your qualifications for this position. Failure to include any of the information listed below may result in loss of consideration for this position.**

ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with Zip Code), day and evening phone numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Veteran Preference (attach DD-214). If you are claiming 10-point Veteran Preference (disabled, widow, wife, or mother of a totally disabled veteran), also submit a Standard Form 15 (claim for 10-point Veteran Preference) with the required documentary proof (VA Certification).
6. Reinstatement Eligibility (attach SF 50-B).
7. Highest Federal Civilian Grade held.
8. High School: Name, City, State (Zip Code if known) and date of Diploma or GED.
9. Colleges and Universities: Name, City, State (Zip Code if known), Majors, Type and Year of any Degree received (if no Degree show total semester or quarter hours earned). Attach transcript.
Work Experience (paid and nonpaid): Job title, duties and accomplishments, Employer's name and address, Supervisor's name and phone number, starting and ending dates (month and year), hours worked per week, and salary. Indicate if we may contact your current supervisor.
11. Job-related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.
12. Bureau of Indian Affairs (BIA) Form 4432, Verification of Indian Preference signed by the appropriate BIA Official, or equivalent form issued by a Tribe authorized by P.L. 93-638 contract to perform the certification function on behalf of the BIA. Failure to do so will result in loss of due consideration as an Indian Preference applicant. For Phoenix Area employees, written notification on the front of the application that your Indian Preference is a matter of record in your Official Personnel Folder (OPF) is acceptable for applicants claiming Indian Preference.
13. Performance Appraisal, if available, must be the most recent appraisal.
14. Supplemental Questionnaire on Knowledge, Skills, and Abilities. It is important that you describe your qualifications in detail in order to receive proper evaluation in the ranking process.
15. If required, Application Questionnaire for child Care Positions with original signature and date. If submitted without original signature and date, the application is incomplete and will not be considered.

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their Veteran Preference determination, Indian Preference, education, training and/or experience. All material submitted for consideration under this announcement becomes the property of the Personnel Office and is subject to

verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in the loss of consideration for this position and/or a determination of unsuitability for Federal employment.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) OR DISPLACED EMPLOYEES REQUESTING SPECIAL PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive the priority consideration you must:

1. Be a current (DHHS) career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for the position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position with undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your applicant package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employee who:
 1. Received a specific RIF separation notice, or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place, or
 3. Retired with a disability and whose disability annuity has been or is being terminated, or
 4. Upon receipt of a RIF separation notice, retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF", or
 5. Retired under the discontinued service retirement option, or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
 - OR**
 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under Section 8337(h) or 8456 of Title 5, United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from position in the same local commuting area of the position for which you are requesting priority consideration.

5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
7. Be rated well qualified for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

**Phoenix Area Indian Health Service
Work Location Availability Form**

Name _____ Vacancy Announcement # _____

Check only the locations where you will accept employment.

HOSPITALS:

_____ Phoenix, AZ
_____ San Carlos, AZ
_____ Whiteriver, AZ
_____ Parker, AZ

_____ Keams Canyon, AZ
_____ Schurz, NV
_____ Yuma, AZ
_____ Sacaton, AZ

CLINICS:

_____ Peach Springs, AZ
_____ Supai, AZ
_____ Keams Canyon, AZ
_____ Elko, NV
_____ East Ely, NV
_____ McDermitt, NV
_____ Ft. Duchesne, UT

_____ San Carlos, AZ (Bylas)
_____ Fallon, NV
_____ Reno, NV
_____ Gardnerville, NV (Washo)
_____ Yerington, NV
_____ Cibecue, AZ
_____ Nixon, NV